

**Fiscal Year 2000
Runaway and Homeless Youth Program Announcement**

**Announcement of Availability of Funds
and
Request for Applications for:**

**Basic Center Program
Street Outreach Program
Transitional Living Program
and
Youth Development State Collaboration
Demonstration Projects**

**U.S. Department of Health and Human Services
Administration for Children and Families
Administration on Children, Youth and Families
Families and Youth Services Bureau**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families (ACF)

[Program Announcement No. ACF/ACYF/RHYP 2000-01]

Announcement of Availability of Financial Assistance and Request for Applications for Runaway and Homeless Youth program grants.

AGENCY: Family and Youth Services Bureau, Administration on Children, Youth and Families, ACF, HHS

ACTION: Announcement of availability of financial assistance and request for applications for FY 2000 Basic Center Program for Runaway and Homeless Youth (BCP), FY 2001 Transitional Living Program, (TLP), FY 2000 Street Outreach Program (SOP), and FY 2000 Youth Development State Collaboration Demonstration Projects (SCDP).

DEADLINES: The deadlines for RECEIPT of applications for new grants under this announcement are as follows:

CFDA#	Programs	Deadline Dates	Deadline Times
93.623	Basic Center Program	July 3, 2000	4:30 p.m. (EDT)
93.557	Street Outreach Program	July 3, 2000	4:30 p.m. (EDT)
93.550	Transitional Living Program	July 7, 2000	4:30 p.m. (EDT)
93.623	State Collaboration Demonstration Projects	August 3, 2000	4:30 p.m. (EDT)

Mailing and Delivery Instructions: Applications must be in hard copy. Mailed applications and applications hand delivered by applicants, applicant couriers, overnight/express mail couriers or any other method of hand delivery shall be considered as meeting an announced deadline if they are received on or before the deadline, at the following address:

ACYF Operations Center
1815 North Fort Myer Drive
Suite 300
Arlington, VA 22209
Telephone: 1-800-351-2293
email: FYSB@lcgnet.com

Applications may be hand delivered to the above address between the hours of 8:00 a.m. and 4:30 p.m. (EDT), Monday through Friday (excluding Federal Holidays).

Applicants are responsible for mailing and delivering applications well in advance of deadlines to ensure that the applications are received on time. Applications received after 4:30 p.m. (EDT) on the deadline date will be classified as late. Postmarks and other similar documents do not establish receipt of an application.

ACF will not accept applications delivered by fax or e-mail regardless of date or time of submission and receipt.

Late Applications. Applications which do not meet the criteria stated above and are not received by the deadline date and time are considered late applications. The Administration for Children and Families (ACF) will notify each late applicant that its application will not be considered in the current competition.

Extension of Deadline. ACF may extend an application deadline for applicants affected by acts of God such as floods and hurricanes, or when there is widespread disruption of the mails. A determination to waive or extend deadline requirements rests with the Chief Grants Management Officer.

FOR FURTHER INFORMATION: This program announcement contains all the necessary information and application materials to apply for funds. Additional information and copies of this announcement can be obtained by contacting the Administration on Children, Youth and Families Operations Center, (Family and Youth Services Bureau Program Announcement), 1815 North Fort Myer Drive, Suite 300, Arlington, VA. 22209; Telephone: 1-800-351-2293, email: FYSB@lcgnet.com. You may also locate a copy of this program announcement on the FYSB website at <http://www.acf.dhhs.gov/programs/FYSB> under Policy and Funding Announcements. Copies of the announcement have been sent to current FYSB grantees and all individuals and organizations that asked to be placed on the mailing list for FY 2000. Information about all the programs funded by FYSB may be found on the FYSB homepage under Programs and on the National Clearinghouse on Families and Youth website at <http://www.ncfy.com>.

SUPPLEMENTARY INFORMATION: Grant awards for FY 2000 funds will be made by September 30, 2000 for the Basic Center and Street Outreach Program. Transitional Living Program grant awards for FY 2001 will be made after September 30, 2000. Grant awards for the Youth Development State Collaboration Demonstration Projects will be made by September 30, 2000, based on the availability of funds. If funds are not available for the State Collaboration Projects on September 30, 2000, we anticipate that successful applicants will be awarded funding during the second quarter of FY 2001 (January, February, and March, 2001).

The estimated funds available for new starts and the approximate number of new grants that may be awarded under this program announcement are as follows:

Competitive Grant Area	New Start Funds Available	Estimated Number of New Grants
BCP	\$ 14,500,000	126
TLP	\$ 5,500,000	32
SOP	\$ 5,900,000	59
SCDP*	\$ 600,000	5

* subject to availability of funds

In addition to the new start grants, the Administration for Children and Families has provided for noncompetitive continuation funds to current grantees in the following programs:

Grant Area	Funds Available	Number of Grants
BCP	\$ 24,700,000	222
TLP	\$ 13,000,000	73
SOP	\$ 7,600,000	80
SCDP	\$ 1,000,000	9

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PART I. GENERAL INFORMATION

A. Background on Runaway and Homeless Youth and Positive Youth Development

The Family and Youth Services Bureau (FYSB), within the Administration on Children and Families (ACF), administers programs that support services to an adolescent population of runaway, homeless and street youth. Estimates of this population vary from 500,000 to 1.3 million. Many of these youth have left home to escape abusive situations or because their parents could not meet their basic needs for food, shelter and a safe supportive environment. Many live on the streets.

While living on the streets or away from home without parental supervision, these youth are highly vulnerable. They may be exploited by dealers of illegal drugs, or become victims of street violence or members of gangs which provide protection and a sense of extended family. They may be drawn into shoplifting, survival sex or dealing drugs in order to earn money for food, shelter, clothing and other daily expenses. They often drop out of school, forfeiting their opportunities to learn and to become independent, self-sufficient, contributing members of society.

On the street, these youth may try to survive with little or no contact with medical professionals, the result being that health problems may go untreated and worsen. Without the support of family, schools and other community institutions, they may not acquire the personal values and work skills that will enable them to enter or advance in the world of work. Finally, as street people, they may create substantial law enforcement problems and endanger themselves. All these problems, real and potential, call for a community-based program approach to address the needs of runaway, homeless and street youth.

For many years FYSB has worked to develop and promote a positive, asset-based rather than problem-focused youth development framework for all FYSB activities. This approach is intended to enhance the capacity of policy and program developers, program managers and youth services professionals to develop service models and approaches that direct youth toward positive pathways of development. Four key principles have been identified as important in the development of young people as they work toward a successful and productive adulthood: (1) a sense of industry and competency; (2) a feeling of connectedness to others and to society; (3) a belief in their control over their fate in life; and (4) a stable identity.

FYSB believes it is crucial that positive developmental opportunities be available to all young people during adolescence, a time of rapid growth and change. Adolescents need opportunities to fulfill their developmental needs—intellectually, psychologically, socially, morally and ethically. Youth benefit from experiential learning, and they need to belong to a group while maintaining their individuality. At the same time, they want and need support and interest from caring adults. They also need opportunities to express opinions, challenge adult assumptions, develop the ability to make appropriate choices, and learn to use new skills.

It is our hope and expectation that this framework will inform RHY programming and service delivery and that awareness of the importance and benefits of a youth development perspective in serving youth will increase. The FYSB reports, *Understanding Youth Development: Promoting Positive Pathways of Growth* and *Reconnecting Youth and Community: A Youth Development Approach*, are widely distributed as source documents for individuals and organizations interested in gaining a working knowledge of youth development, both its theoretical underpinnings and practical applications. Both publications are currently available from the National Clearinghouse on Families and Youth at <http://www.ncfy.com>.

B. Legislative Authority

Grants for Runaway and Homeless Youth programs are authorized by the Runaway and Homeless Youth Act (RHY Act), as amended by PL 106-71.

C. Definitions (These definitions may be found at Section 387 of the RHY Act, as amended.)

HOMELESS YOUTH — The term ‘homeless youth’ means an individual who is not more than 21 years of age; and for the purposes of [the Transitional Living Program] not less than 16 years of age; for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement.

STREET YOUTH — The term ‘street youth’ means an individual who is a runaway youth; or indefinitely or intermittently a homeless youth; and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse.

YOUTH AT RISK OF SEPARATION FROM THE FAMILY — The term ‘youth at risk of separation from the family’ means an individual who is less than 18 years of age; and who has a history of running away from the family of such individual [or of threatening to do so]; whose parent, guardian, or custodian is not willing to provide for the basic needs of such individual; or who is at risk of entering the child welfare system or juvenile justice system as a result of the lack of services available to the family to meet such needs.

DRUG ABUSE EDUCATION AND PREVENTION SERVICES — The term ‘drug abuse education and prevention services’ means services to runaway and homeless youth to prevent or reduce the illicit use of drugs by such youth; and may include individual, family, group, and peer counseling; drop-in services; assistance to runaway and homeless youth in rural areas (including the development of community support groups); information and training relating to the illicit use of drugs by runaway and homeless youth, to individuals involved in providing services to such youth; and activities to improve the availability of local drug abuse prevention services to runaway and homeless youth.

HOME-BASED SERVICES — The term ‘home-based services’ means services provided to youth and their families for the purpose of preventing such youth from running away, or otherwise becoming separated, from their families; and assisting runaway youth to return to their families; and includes services that are provided in the residences of families (to the extent practicable), including intensive individual and family counseling; and training relating to life skills and parenting.

STREET-BASED SERVICES — The term ‘street-based services’ means services provided to runaway and homeless youth, and street youth, in areas where they congregate, designed to assist such youth in making healthy personal choices regarding where they live and how they behave; and may include identification of and outreach to runaway and homeless youth, and street youth; crisis intervention and counseling; information and referral for housing; information and referral for transitional living and health care services; advocacy, education, and prevention services related to alcohol and drug abuse; sexual exploitation; sexually transmitted diseases, including human immunodeficiency virus (HIV); and physical and sexual assault.

TRANSITIONAL LIVING YOUTH PROJECT — The term ‘transitional living youth project’ means a project that provides shelter and services designed to promote a transition to self-sufficient living and to prevent long-term dependency on social services.

Other Terms (not in the RHY Act as amended):

PUBLIC AGENCY — The term "public agency" means any State, unit of local government, Indian Tribe and Tribal organization, combination of such States or units, or any agency, department, or instrumentality of any of the foregoing. This definition applies to all runaway and homeless youth programs funded under this announcement.

SHELTER — The term "shelter" includes host homes, group homes and supervised apartments. As currently understood in the field: "Host homes" are facilities providing shelter, usually in the home of a family, under contract to accept runaway and/or homeless youth assigned by the RHY service provider and are licensed according to State or local laws. "Group homes" are single-site residential facilities designed to house RHY clients who may be new to the program or may require a higher level of supervision. These dwellings operate in accordance with State or local housing codes and licensure. "Supervised apartment" is a single unit dwelling or multiple unit apartment house operated under the auspices of the TLP service provider for the purpose of housing program participants.

STREET BASED OUTREACH AND EDUCATION — The term "street-based outreach and education" includes education and prevention efforts directed at youth that are victims of offenses committed by offenders who are and are not known to the victim.

TEMPORARY SHELTER — The term "temporary shelter" means the provision of short-term (maximum of 15 days) room and board and core crisis intervention services on a 24-hour basis.

STATE — The term "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa and the Commonwealth of the Northern Marianas.

TRAINING — The term "training" means the provision of local, State, or regionally based instruction to runaway and homeless youth service providers in skill areas that will directly strengthen service delivery.

TECHNICAL ASSISTANCE — The term "technical assistance" means the provision of expertise, consultation and/or support for the purpose of strengthening the capabilities of grantee organizations to deliver services.

PART II. APPLICATION CONTENT

A. BASIC CENTER PROGRAM (Competitive Grant Area A, CFDA# 93.623): Instructions, Project Description and Evaluation Criteria

Eligible Applicants: Any State, unit of local government, combination of units of local government, public or private nonprofit agency, organization or institution is eligible to apply for these funds. Federally recognized Indian Tribes are eligible to apply for Basic Center grants. Indian Tribes that are not federally recognized and urban Indian organizations are also eligible to apply for grants as private agencies.

Current Basic Center grantees with project periods ending on or before September 30, 2000, and all other eligible applicants not currently receiving Basic Center funds may apply for a new competitive Basic Center grant under this announcement.

Current Basic Center Program grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in FY 2000 may not apply for a new Basic Center grant for the community they currently serve. These grantees will receive instructions from their respective ACF Regional Offices on the procedures for applying for noncompetitive continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth Contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

Program Purpose, Goals and Objectives: The purpose of Part A of the RHY Act is to establish or strengthen locally-controlled, community-based programs that address the immediate needs of runaway and homeless youth and their families. Services must be delivered outside of the law enforcement, child welfare, mental health and

juvenile justice systems. The program goals and objectives of the Basic Center Program of Part A of the RHY Act are to:

- Alleviate problems of runaway and homeless youth;
- Reunite youth with their families and encourage the resolution of intrafamily problems through counseling and other services;
- Strengthen family relationships and encourage stable living conditions for youth; and
- Help youth decide upon constructive courses of action.

Background: The Runaway and Homeless Youth Act of 1974 was a response to widespread concern regarding the alarming number of youth who were leaving home without parental permission, crossing State lines and who, while away from home, were exposed to exploitation and other dangers of street life.

Each Basic Center program is required to provide outreach to runaway and homeless youth; temporary shelter for up to fifteen days; food; clothing; individual, group and family counseling; aftercare and referrals, as appropriate. Many Basic Center programs provide their services in residential settings for no more than 20 youth. Some programs also provide some or all of their shelter services through host homes (usually private homes under contract to the centers), with counseling and referrals being provided from a central location.

The primary presenting problems of youth who receive shelter and non-shelter services through FYSB-funded Basic Centers include: 1) conflict with parents or other adults, including physical, sexual and emotional abuse; 2) other family crises such as divorce, death, or sudden loss of income; and 3) personal problems such as drug use, problems with peers, school attendance and truancy, bad grades, inability to get along with teachers and learning disabilities.

Funding: The Family and Youth Services Bureau expects to award approximately \$14,500,000 for approximately 126 new competitive Basic Center Program grants. In accordance with the RHY Act, the funds will be divided among the States in proportion to their respective populations under the age of 18, according to the latest census data. A minimum of \$100,000 will be awarded to each State, the District of Columbia and Puerto Rico. A minimum of \$45,000 will be awarded to each of the four insular areas: Guam, American Samoa, the Commonwealth of the Northern Marianas and the Virgin Islands.

The funds available for continuations and new starts in each State and insular area are listed in the Table of Allocations by State (Part V, Appendix E). In this Table, the amounts shown in the column labeled "New Starts" are the amounts available for competition under this announcement. The number of new awards made within each State depends upon the amount of the State's total allotment less the amount required for noncompeting continuations, as well as on the number of acceptable applications. Therefore, where the amount required for noncompeting continuations in any State equals or exceeds the State's total allotment, it is possible that no new awards will be made.

All applicants under this competitive grant area will compete with other applicants in the State in which they propose to deliver services. In the event that there are insufficient numbers of applications approved for funding in any State or jurisdiction, the Commissioner of ACYF will reallocate the unused funds.

Federal Share of Project Costs: Priority will be given to applicants that apply for less than \$200,000 per year. The maximum Federal share for a 3-year project period is \$600,000.

Applicant Share of Project Costs: Basic Center grantees must provide a non-Federal share or match of at least ten percent of the Federal funds awarded. (There are certain exceptions for Tribes with "638" funding pursuant to P.L. 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a three-year project costing \$300,000 in Federal funds (based on an award of \$100,000 per 12-month budget period) must include a match of at least \$30,000 (\$10,000 per budget period).

Duration of Project: This announcement solicits applications for Basic Center programs of up to three years duration (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-

month) budget periods. Applications for non competitive continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be entertained in subsequent years, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

INSTRUCTIONS

The following are instructions and guidelines on how to prepare the project summary abstract and project description sections of the application. Note that each section of the following contains standard instructions taken from the ACF Uniform Project Description (UPD), OMB Control Number 0970-0139, followed by evaluation scoring criteria specific to the program.

1. FORMS AND CERTIFICATIONS: Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix F based on the instructions on the forms.

2. PROJECT SUMMARY/ABSTRACT: Provide a one page (or less) summary of the project description with reference to the funding request.

3. FULL PROJECT DESCRIPTION AND EVALUATION CRITERIA: Describe the project clearly in 40 pages or less (not counting attached letters of support or agreement) using the following outline and guidelines.

Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance." Resumes are included in the 40 page limit and so should be brief. The description must be double spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.

The maximum number of pages for supplemental documentation is 10 pages, double-spaced. There is no page limit for letters of support or agreement. The supplemental documentation, subject to the 10 page limit, must be numbered and might include photocopies of news clippings, newsletters, press releases, evidence of the program's efforts to coordinate youth services at the local level, etc. Supplemental documentation over the ten-page limit will not be reviewed. Applicants may include as many letters of support or agreement as are appropriate.

It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.

The evaluation criteria in the following pages will be used to review and evaluate each application. Each criterion should be addressed in the project description section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria under each heading. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. Note that the highest possible score an application can receive under this competitive grant area is 105 points.

Mailing and submission instructions are found in Part III.

(a.) OBJECTIVES AND NEED FOR ASSISTANCE: Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated); some of which may be outside the scope of the program announcement.

EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above.
2. Applicant must state the need for assistance by describing the conditions of youth and families in the area to be served and the incidence and characteristics of runaway and homeless youth and their families. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency. Applicants proposing to focus services on a specific RHY population (e.g., single sex programs, gay and lesbian youth, a particular ethnic group, etc.) must explain and justify why the population requires focused services. (Services or referrals must also be available for eligible youth not in the focus population.)
3. Applicant must discuss the existing support systems for at-risk youth and families in the area, with specific references to law enforcement, health and mental health care, social services, schools and child welfare. In addition, other agencies providing shelter and services to runaway and homeless youth in the area must be identified. Supporting documentation of need from other community groups may be included. It should be clear that the applicant will complement or enhance, not duplicate, existing available services.
4. Applicant must describe the area to be served, indicate the precise locations of program services and demonstrate that the services will be located in an area which is frequented by and/or easily accessible by runaway and homeless youth. Maps or other graphic aids may be attached.

(b.) RESULTS OR BENEFITS EXPECTED: Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):

1. Applicant must specify the annual number of qualifying runaway and homeless youth (RHY) and their families expected to be directly served (e.g., sheltered and counseled), the number of beds available for runaway and homeless youth (not to exceed a capacity of 20 RHY youth at a given facility) and the types and quantities of services to be provided. (Runaway and homeless youth are distinct from other youth, e.g., youth currently in foster care or other systems.)

NOTE: Services shall be provided as an alternative to involving runaway and homeless youth in the law enforcement, child welfare, foster care, mental health, and juvenile justice systems. Services *must* include safe and appropriate shelter; and individual, family, and group counseling, as appropriate. Services *may* include street-based services; home-based services for families with youth at risk of separation from the family; and drug abuse education and prevention services. (Street based services are funded under the Street Outreach Program, Competitive Area C.)

2. To provide optional home-based services, an applicant shall include assurances that in providing such services the applicant will:
 - provide counseling and information to youth and the families (including unrelated individuals in the family households) of such youth, including services relating to basic life skills, interpersonal skill building, educational advancement, job attainment skills, mental and physical health care, parenting skills, financial planning, and referral to sources of other needed services;
 - provide directly, or through an arrangement made by the applicant, 7 day, 24-hour service to respond to family crises (including immediate access to temporary shelter for runaway and homeless youth, and youth at risk of separation from the family);

- establish, in partnership with the families of runaway and homeless youth, and youth at risk of separation from the family, objectives and measures of success to be achieved as a result of receiving home-based services;
 - provide initial and periodic training of staff who provide home-based services; and
 - ensure that (A) caseloads will remain sufficiently low to allow for intensive (5 to 20 hours per week) involvement with each family receiving such services; and (B) staff providing such services will receive qualified supervision.
3. To provide optional drug abuse education and prevention services, an applicant shall provide a description of:
 - the types of such services that the applicant proposes to provide;
 - the objectives of such services; and
 - the types of information and training to be provided to individuals delivering such services to runaway and homeless youth; and
 - an assurance that in providing such services the applicant shall conduct outreach activities for runaway and homeless youth.
 4. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.
 5. Applicant must describe the criteria to be used to evaluate the results and success of the program.

(c.) APPROACH: Outline a plan of action, which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. (NOTE: The program performance standards in Appendix A define the minimum standards to which RHY Basic Center projects funded by ACF should conform. They address operational features such as outreach, intake, services, staffing, reporting, and other essential factors.)

Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of youth to be served and the results of those services. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Identify the kinds of data to be collected, maintained, and/or disseminated, including data required for annual reporting to the Secretary of HHS. Note that clearance from the U.S. Office of Management and Budget might be needed prior to a "collection of information" that is "conducted or sponsored" by ACF. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION CRITERIA FOR APPROACH (35 points):

1. Applicant must describe the program's youth development approach or philosophy and indicate how it underlies and integrates all proposed activities, including provision of services to runaway and homeless youth and involvement of the youth's parents or legal guardians. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.
2. Applicant must describe how runaway and homeless youth and their families will be reached and how services will be provided in compliance with the Program Performance Standards listed in Part V, Appendix A. Applicants proposing to serve a specific RHY population (e.g. single sex programs, gay and lesbian youth, a

particular ethnic group, etc.) must explain how the services provided will meet the special needs of this population and how the applicant will make referrals or otherwise provide for the needs of RHY youth who are not in the specific population the applicant will serve.

3. Applicant must describe how the program has established or will establish formal service linkages and plans for coordination with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment, health, and mental health care agencies in order to ensure appropriate referrals for the program clients when needed.
4. Applicant must identify the strategies and activities for encouraging awareness of and sensitivity to the diverse needs of runaway and homeless youth who represent particular ethnic and racial backgrounds, sexual orientations, or who are street youth, including plans for conducting an outreach program that, where applicable, will attract members of ethnic, cultural, and racial minorities and/or persons with limited ability to speak English.
5. Applicant must describe plans and procedures for intake, assessment and periodic case review of the youth upon arrival at the center.
6. Applicant must describe plans for contacting parents, relatives or guardians of the youth they serve; for ensuring the safe return of youth to their parents, relatives or legal guardians if it is in their best interests; for contacting local governments pursuant to formal or informal arrangements established with such officials; and for providing alternative living arrangements when it is not safe or appropriate for youth to return home.
7. Applicant must describe the type, capacity and staff supervision of the shelter that will be available for youth.
8. Applicant must describe the plans for ensuring coordination with schools to which runaway and homeless youth will return and for assisting the youth to stay current with the curricula of these schools.
9. Applicant must describe procedures for dealing with youth who have run from foster care placements and from correctional institutions and must show that procedures are in accordance with Federal, State and local laws.
10. Applicant must describe plans and procedures for providing counseling services and encouraging the involvement, whenever possible, of parents or legal guardians in counseling.
11. Applicant must describe plans and procedures for providing aftercare services and ensuring, whenever possible, that aftercare will also be provided to those youth who return beyond the State in which the program is located.
12. Applicant must agree to keep adequate statistical records profiling the youth and families served under the Federal grant and to gather and submit program and client data required by FYSB. Such data include (i) the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and (ii) the services provided to such youth by the project. This information must be submitted through the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved format which RHYMIS can receive.
13. If applicant is a current FYSB grantee, describe the data currently collected and submitted under the RHYMIS system. Current recipients of a FYSB grant who are not fully and timely submitting the required data are at risk of not being considered for a new grant award.
14. Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.

15. Applicant must describe procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual youth.

16. Applicant must agree to submit the required Annual Report to the Secretary of HHS on program activities and accomplishments with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and the services provided to such youth by the project. Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

(d.) STAFF AND POSITION DATA: Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):

1. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Brief biographical sketches or resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution.
2. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.
3. Applicant should state the expected or estimated ratio of staff to youth and explain how it will be sufficient to ensure adequate supervision and treatment.

(e.) ORGANIZATION PROFILE: Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

Five bonus points shall be awarded to applicant organizations that have demonstrated experience in providing services to runaway, homeless and street youth.

EVALUATION CRITERIA FOR ORGANIZATION PROFILE (10 points plus 5 possible bonus points):

1. Applicant must discuss organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding (5 extra points) may be given to organizations with demonstrated experience in providing direct services to runaway, homeless and street youth. Applicant must document the services it provides to this specific population and the length of time the applicant has been involved in the provision of these services.

2. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services. Organizational charts may be provided.
3. Applicant must provide a plan for project continuance beyond grant support, including a plan for securing resources and continuing project activities after Federal assistance has ceased and an annotated listing of applicant's funding sources. Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended and must describe specific plans for accomplishing program phase-out in the event the applicant cannot obtain new operating funds at the end of the 36-month project period.
4. Applicant must include written agreements, if applicable, between grantees and subgrantees or subcontractors or other cooperating entities which support or complement the provision of mandated services to runaway, homeless and street youth. These agreements must detail scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship. (NOTE: Attached agreements do not count against the 40 page limit.)
5. Applicant should provide letters of support and statements from community, public and commercial leaders that support the project proposed for funding. (NOTE: Attached letters of support do not count against the 40 page limit.)

(f.) BUDGET AND BUDGET JUSTIFICATION: Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 points):

1. Applicant must show that costs of the proposed program are reasonable and justified in terms of numbers of youth and families to be served, types and quantities of services to be provided and the anticipated results and benefits. Discussion should refer to (1) the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification and (2) the results or benefits identified under Criterion 2 above.
2. Applicant must describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement. For-profit applicants for Basic Center Program grants are reminded that no grant funds may be paid as profit to any recipient of a grant or sub-grant (45 CFR 74.705).
3. While computer software and training for program data collection through the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS. The estimated cost of such equipment is less than \$2000, and information regarding the kind of equipment needed will be provided to successful applicants. If the applicant already has such equipment, this may be noted.

B. TRANSITIONAL LIVING PROGRAM (Competitive Grant Area B, CFDA# 93.550): Instructions, Project Description and Evaluation Criteria

Eligible Applicants: Any State, unit of local government (or a combination of units of local government), public or private non profit agency, organization, institution or other nonprofit entity. Federally-recognized Indian Tribes are eligible to apply for TLP grants. Indian Tribes that are not federally recognized and urban Indian organizations are also eligible to apply for grants as private, non profit agencies.

Current TLP grantees with project periods ending on or before September 30, 2001, and all other eligible applicants not currently receiving TLP funds may apply for a new competitive TLP grant under this announcement for awards in FY 2001.

Current TLP grantees (including subgrantees) with one or two years remaining on their current awards and the expectation of continuation funding in Fiscal Year 2001 may not apply for a new TLP grant under this announcement. These grantees will receive instructions from their respective ACF Region/Hub Offices on the procedures for applying for non-competitive continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

Program Purpose, Goals and Objectives: The overall purpose of TLP for homeless youth is to establish and operate transitional living projects for homeless youth. This program is structured to help older, homeless youth achieve self-sufficiency and avoid long-term dependency on social services. Transitional living projects provide shelter, skills training, and support services to homeless youth ages 16 through 21 for a continuous period not exceeding 18 months. Transitional Living Program funds are to be used for the purpose of enhancing the capacities of youth-serving agencies in local communities to effectively address the service needs of homeless, older adolescents and young adults. Goals, objectives and activities that may be maintained, improved and/or expanded through a TLP grant must include, but are not necessarily limited to:

- Providing stable, safe living accommodations while a homeless youth is a program participant;
- Providing the services necessary to assist homeless youth in developing both the skills and personal characteristics needed to enable them to live independently;
- Providing education, information and counseling aimed at preventing, treating and reducing substance abuse among homeless youth;
- Providing homeless youth with appropriate referrals and access to medical and mental health treatment;
- Providing the services and referrals necessary to assist youth in preparing for and obtaining employment; and
- Providing the services and referrals necessary to assist youth in preparing for and obtaining secondary, and where feasible, post-secondary education and/or vocational training.

Background: It is estimated that about one-fourth of the youth served by all runaway and homeless youth programs are homeless. This means that the youth cannot return home or to another safe living arrangement with a relative. Other homeless youth have "aged out" of the child welfare system and are no longer eligible for foster care.

These young people are often homeless through no fault of their own. The families they can no longer live with are often physically and sexually abusive and involved in drug and alcohol abuse. They cannot meet the youth's basic human needs (shelter, food, clothing), let alone provide the supportive and safe environment needed for the healthy development of self-image and the skills and personal characteristics which would enable them to mature into a self-sufficient adult.

Homeless youth, lacking a stable family environment and without social and economic supports, are also at high risk of being involved in dangerous lifestyles and problematic or delinquent behaviors. More than two-thirds of homeless youth served by ACF-funded programs report using drugs or alcohol and many participate in survival sex and prostitution to meet their basic needs.

Homeless youth are in need of a support system that will assist them in making the transition to adulthood and independent living. While all adolescents are faced with adjustment issues as they approach adulthood, homeless youth experience more severe problems and are at greater risk in terms of their ability to successfully make the transition to self-sufficiency and to become a productive member of society.

The Transitional Living Program for Homeless Youth specifically targets services to homeless youth and affords youth service agencies with an opportunity to serve homeless youth in a manner which is comprehensive and geared towards ensuring a successful transition to self-sufficiency. The TLP also improves the availability of comprehensive, integrated services for homeless youth, which reduces the risks of exploitation and danger to which these youth are exposed while living on the streets without positive economic or social supports.

Funding: The Family and Youth Services Bureau expects to award approximately \$5,500,000 for approximately 32 new competitive Transitional Living Program grants to provide shelter, skill training and support services to assist homeless youth in making a smooth transition to self-sufficiency and to prevent long-term dependency on social services.

Federal Share of Project Costs: Applicants may apply for up to \$200,000 per year, which equals a maximum of \$600,000 for a 3-year project period.

Applicant Share of Project Cost: Transitional Living grantees must provide a non-Federal share or match of at least ten percent of the Federal funds awarded. (There are certain exceptions for Tribes with "638" funding pursuant to P.L. 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. Therefore, a three-year project costing \$300,000 in Federal funds (based on an award of \$100,000 per 12-month budget period) must include a match of at least \$30,000 (\$10,000 per budget period).

Duration of Project: This announcement solicits applications for Transitional Living projects of up to three years (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for non competing continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be entertained in subsequent years, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

INSTRUCTIONS

The following are instructions and guidelines on how to prepare the project summary abstract and project description sections of the application. Note that each section of the following contains standard instructions taken from the ACF Uniform Project Description (UPD), OMB Control Number 0970-0139, followed by evaluation scoring criteria specific to the program.

1. FORMS AND CERTIFICATIONS: Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix F based on the instructions on the forms.

2. PROJECT SUMMARY/ABSTRACT: Provide a one page (or less) summary of the project description with reference to the funding request.

3. FULL PROJECT DESCRIPTION AND EVALUATION CRITERIA: Describe the project clearly in 40 pages or less (not counting attached letters of support or agreement) using the following outline and guidelines.

Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance." Resumes are included in the 40 page limit and so should be brief. The description must be double spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.

The maximum number of pages for supplemental documentation is 10 pages, double-spaced. There is no page limit for letters of support or agreement. The supplemental documentation, subject to the 10 page limit, must be numbered and might include photocopies of news clippings, newsletters, press releases, evidence of the program's

efforts to coordinate youth services at the local level, etc. Supplemental documentation over the ten-page limit will not be reviewed. Applicants may include as many letters of support or agreement as are appropriate.

It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.

The evaluation criteria in the following pages will be used to review and evaluate each application. Each criterion should be addressed in the project description section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria under each heading. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. Note that the highest possible score an application can receive under this competitive grant area is 105 points.

Mailing and submission instructions are found in Part III.

(a.) OBJECTIVES AND NEED FOR ASSISTANCE: Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated); some of which may be outside the scope of the program announcement.

EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above, ultimately a successful transition to self-sufficiency.
2. Applicant must discuss the issue of youth homelessness and the need for assistance in the community to be served, the present availability of services for homeless youth and provide documentation of the incidence of homeless youth. Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.
3. Applicant must describe the conditions of youth and families in the area to be served and the incidence and characteristics of runaway and homeless youth and their families. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency. Applicants are encouraged to describe plans and programs for serving youth who have aged out of the foster care system.

(b.) RESULTS OR BENEFITS EXPECTED: Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):

1. Applicant must describe how homeless youth will be reached and identify the number who will be served annually on both a residential and non-residential basis. Services shall be provided as an alternative to involving runaway and homeless youth in the law enforcement, child welfare, mental health, and juvenile justice systems.
2. Applicant must provide information on the expected results and benefits of the program in terms of the number and percentage of youth expected to successfully complete the program as well as potential problems or

barriers to program implementation that might be possible reason(s) for failure. Applicant must also discuss the organization's policy on termination and re-entry of youth out of and into the program.

3. Applicant must discuss the expected impact of the project on the availability of services to homeless youth in the local community and indicate how the project will enhance the organization's capacity to provide services to address youth homelessness in the community.

4. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual and family functioning that will occur as a consequence of the services provided.

5. Applicant must discuss the expected impact of the TLP on the organization's capacity to effectively provide other services to runaway and homeless youth in the community, such as temporary shelter and short term services, if the organization is funded by FYSB to provide these services as well.

6. Applicant must describe the criteria to be used to evaluate the results and success of the program.

(c.) APPROACH: Outline a plan of action, which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application.

Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of youth to be served and the results of those services. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Identify the kinds of data to be collected, maintained, and/or disseminated, including data required for annual reporting to the Secretary of HHS. Note that clearance from the U.S. Office of Management and Budget might be needed prior to a "collection of information" that is "conducted or sponsored" by ACF. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

Applicant must discuss how they will implement the statutory requirements of the Act. Specifically, the applicant must describe plans for the provision of shelter and services and for program administration. In addition, the applicant must describe the program's youth development approach or philosophy and indicate how it underlies and integrates all proposed activities. Specific information must be provided on how youth will be involved in the design, operation and evaluation of the program.

EVALUATION CRITERIA FOR APPROACH (35 points):

1. Shelter: Applicant must:

- Assure that shelter is provided through one or a combination of the following:
 - a group home facility;
 - family host homes; or
 - supervised apartments.
- Indicate if the shelter will be provided directly or indirectly. When shelter will be provided indirectly, applicant must submit copies of formal written agreements with service providers regarding the terms under which shelter is provided. (Attached agreements do not count as part of the 40 page project description limit or the 10 page supporting documentation limit.)

- Assure that the facilities to be funded under this grant are used for housing, whether a shelter, host family home and/or supervised apartments, shall accommodate no more than 20 youth per given location at any given time; shall have a sufficient number of staff to ensure on-site supervision at each shelter option that is not a family; and is in compliance with State and local licensing requirements.
- Assure, if applicable, that the applicant meets the requirements of the RHY Act for the lease of surplus Federal facilities for use as transitional living housing facilities. Each surplus Federal facility used for this purpose must be made available for a period not less than two years, and no rent or fee shall be charged to the applicant in connection with use of such a facility. Any structural modifications or additions to surplus Federal facilities become the property of the government of the United States. All such modifications or additions may be made only after receiving prior written consent from the appropriate Department of Health and Human Services official.

2. Services: Applicant must include a description of the core services to be provided. The description must include the purpose and concept of the service, its role in both the overall program design and the individual client TLP plan. The services to be provided must include, but are not necessarily limited to, the following:

- Intake, assessment, eligibility determination, and periodic review.
- Basic life skills information, counseling, and training including budgeting, money management, use of credit, housekeeping, menu planning and food preparation, consumer education, leisure-time activities, transportation, and obtaining vital documents (Social Security card, birth certificate).
- Interpersonal skill building, such as developing positive relationships with peers and adults, effective communication, decision making, and stress management.
- Educational advancement, such as GED preparation and attainment, post-secondary training (college, technical school, military, etc.), and vocational education.
- Job preparation and attainment, such as career counseling, job preparation training, dress and grooming, job placement and job maintenance.
- Mental health care, such as counseling (individual and group), drug abuse education, prevention and referral services, and mental health counseling.

To provide drug abuse education and prevention services, an applicant shall provide a description of:

- the types of such services that the applicant proposes to provide;
- the objectives of such services; and
- the types of information and training to be provided to individuals providing such services to runaway and homeless youth; and
- an assurance that in providing such services the applicant shall conduct outreach activities for runaway and homeless youth.
- Physical health care, such as routine physicals, health assessments, family planning and parenting skills, and emergency medical treatment.
- The substantive participation of youth in the assessment and implementation of their needs, including the development and implementation of the individual transitional living plan and in decisions about the services to be received.
- Adequate plans for proper referrals to social services, law enforcement, educational, vocational, training, welfare, legal services, health and mental health care, and the coordination and integration of such services.

- Programmatic efforts planned and/or implemented to encourage awareness of and sensitivity to the particular needs of homeless youth who are members of ethnic, racial and sexual minority groups and/or who are street youth.

3. Administration:

Applicant must:

- Describe the procedures to be employed in the development, implementation and monitoring of an individualized, written transitional living plan for each program participant which addresses the provision of services, and is appropriate to the individual developmental needs of the client.
- Assure that the participant will substantively participate in the assessment of his or her needs and in decisions about the services to be received.
- Assure that outreach programs are established and designed to attract individuals who are eligible to participate in the project.
- Provide an assurance that housing and services will be available to a participant for a continuous period not to exceed 540 days (18 months).
- Describe the methods to be employed in collecting statistical records and evaluative data and for submitting annual reports on such information to the Department of Health and Human Services.
- Describe how the applicant will ensure the confidentiality of participant's records.
- Describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended, with specific plans for accomplishing program phase-out for the last two quarters of program project period in the event that the applicant would not receive a new award.
- Agree to keep adequate statistical records profiling the youth and families served under the federal grant and to gather and submit program and client data required by FYSB. Such data includes (i) the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project and (ii) the services provided to such youth by the project. This information must be submitted through the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved format which RHYMIS can receive.
- If applicant is a current FYSB grantee, describe the data currently collected and submitted under the RHYMIS system. Current recipients of a FYSB grant who are not fully and timely submitting the required data are at risk of not being considered for a new grant award.
- Agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.
- Applicant must describe procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual youth.
- Applicant must agree to submit the required Annual Report to the Secretary of HHS on program activities and accomplishments, with statistical summaries describing the number and characteristics of runaway and homeless youth, and youth at risk of family separation, who participate in the project, and the services

provided to such youth by the project. Applicant must also agree to submit other required program and financial reports, as instructed by FYSB.

(d.) STAFF AND POSITION DATA: Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):

1. Applicant must discuss staff experience in working with runaway, homeless, and street youth populations.
2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Brief biographical sketches or resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.

(e.) ORGANIZATION PROFILE: Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

Five bonus points shall be awarded to applicant organizations who have demonstrated experience in providing long-term, residential services to runaway and homeless youth.

EVALUATION CRITERIA FOR ORGANIZATION PROFILE (10 points plus 5 possible bonus points):

1. Applicant must discuss organizational experience in working with runaway, homeless and street youth populations. As required by the RHY Act, priority for funding (five bonus points) shall be given to organizations with demonstrated experience providing long term residential services to runaway, homeless and street youth. Applicant must document the services it provides to this specific population and the length of time the applicant has been involved in the provision of these services.
2. Applicant must describe how the project has established or will establish formal service linkages with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment, health and mental health care agencies in order to ensure appropriate referrals for the project participants where and when needed.
3. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services. Organizational charts may be provided.

4. Applicant must provide an annotated listing of its funding sources and contractual agreements and other relationships which support or complement the provision of mandated services to runaway, homeless and street youth.

(f.) BUDGET AND BUDGET JUSTIFICATION: Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 points):

1. Applicant must show that costs of the proposed program are reasonable and justified in terms of numbers of youth and families to be served, types and quantities of services to be provided and the anticipated results and benefits. Discussion should refer to (1) the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification and (2) the results or benefits identified under Criterion 2 above.
2. Applicant must describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.
3. While computer software and training for program data collection through the RHYMIS will be provided by FYSB to grantees, applicant should include a request for funds in its budget (within the maximum Federal funds allowed) for any computer equipment needed for implementation of the RHYMIS. The estimated cost of such equipment is less than \$2000, and information regarding the kind of equipment needed will be provided to successful applicants. If applicant already has such equipment, this may be noted.
4. Applicant must describe how cost-effective use of TLP funds will be ensured by taking maximum advantage of existing resources within the State which would help in the operation or coordination of a TLP, including those resources which are supported by Federal Independent Living Initiatives funds. Also, applicant must describe efforts to be undertaken over the length of the project which may increase non-Federal resources available to support the TLP.

C. STREET OUTREACH PROGRAM (Competitive Grant Area C, CFDA# 93.557): Instructions, Project Description and Evaluation Criteria

Eligible Applicants: Any private, nonprofit agency is eligible to apply for these funds. Non-Federally recognized Indian Tribes and urban Indian organizations are eligible to apply for grants as private, non-profit agencies. Please note that public agencies are NOT eligible to apply for these funds.

Current Street Outreach Program grantees with project periods ending on or before September 30, 2000 and all other eligible applicants not currently receiving SOP funds may apply for a new competitive SOP grant under this announcement.

Current Street Outreach Program grantees (including subgrantees) with one or two years remaining on their current grant and the expectation of continuation funding in FY 2000 may not apply for a new Street Outreach grant for the community they currently serve. These grantees will receive instructions from their respective ACF Regional Offices on the procedures for applying for continuation grants. Current grantees, which have questions regarding their eligibility to apply for new funds, should consult with the appropriate Regional Office Youth Contact, listed in Part V, Appendix B, to determine if they are eligible to apply for a new grant award.

Program Purpose, Goals and Objectives: The overall purpose of SOP is to provide education and prevention services to runaway, homeless and street youth who have been subjected to or are at risk of sexual exploitation or abuse. The goal of the program is to establish and build relationships between street youth and program outreach

staff in order to help youth leave the streets. The objective of the program is to provide support services that will assist the youth in moving and adjusting to a safe and appropriate alternative living arrangement. These services include, at a minimum, treatment, counseling, provision of information and referral services. Street outreach programs must have access to local emergency shelter space that is an appropriate placement for young people and that can be made available for youth willing to come in off the streets. In addition, street outreach staff must have access to the shelter in order to maintain interaction with the youth during the time they are in the shelter.

Background: In response to the needs of street youth who are subjected or at risk to sexual exploitation or abuse, Congress amended the Runaway and Homeless Youth Act by authorizing the Education and Prevention Services to Reduce Sexual Abuse of Runaway, Homeless and Street Youth Program under the Violent Crime Control and Law Enforcement Act of 1994. This program is referred to as the Street Outreach Program (SOP) for Runaway, Homeless and Street Youth.

The array of social, emotional and health problems faced by youth on the street is dramatically compounded by the incidence of sexual exploitation and/or abuse. Street youth are victimized by strangers as well as by individuals known to the youth and a significant number of homeless youth are exploited as they participate in survival sex to meet their basic needs for food and shelter. Because of these issues, sexually exploited youth often need more intensive services. Youth must be afforded the opportunity to slowly build trust relationships with caring and responsible adults as the first step to successfully encouraging them to leave the streets.

Funding: The Family and Youth Services Bureau expects to award approximately \$5,900,000 for approximately 59 new competitive Street Outreach Program grants for street-based outreach and education.

Federal Share of Project Costs: Applicants may apply for up to \$100,000 in Federal support each year, a maximum of \$300,000 for a 3-year project period. The maximum Federal share of project costs is \$100,000 for 12 months.

Applicant Share of Project Cost: SOP grantees must provide a non-Federal share or match of at least ten percent of the Federal funds awarded. (There are certain exceptions for Tribes with "638" funding pursuant to P.L. 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, a project requesting \$100,000 in Federal funds must include a match of at least \$10,000.

Duration of Project: This announcement solicits applications for Street Outreach Program projects of up to three years (36-month project periods). Initial grant awards, made on a competitive basis, will be for one-year (12-month) budget periods. Applications for non-competing continuation grants beyond the one-year budget periods, but within the 36-month project periods, will be considered subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the best interest of the government.

INSTRUCTIONS

The following are instructions and guidelines on how to prepare the project summary abstract and project description sections of the application. Note that each section of the following contains standard instructions taken from the ACF Uniform Project Description (UPD), OMB Control Number 0970-0139, followed by evaluation scoring criteria specific to the program.

1. FORMS AND CERTIFICATIONS: Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix F based on the instructions on the forms.

2. PROJECT SUMMARY/ABSTRACT: Provide a one page (or less) summary of the project description with reference to the funding request.

3. FULL PROJECT DESCRIPTION AND EVALUATION CRITERIA: Describe the project clearly in 40 pages or less (not counting attached letters of support or agreement) using the following outline and guidelines.

Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance." Resumes are included in the 40 page limit and so should be brief. The description must be double spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.

The maximum number of pages for supplemental documentation is 10 pages, double-spaced. There is no page limit for letters of support or agreement. The supplemental documentation, subject to the 10 page limit, must be numbered and might include photocopies of news clippings, newsletters, press releases, evidence of the program's efforts to coordinate youth services at the local level, etc. Supplemental documentation over the ten-page limit will not be reviewed. Applicants may include as many letters of support or agreement as are appropriate.

It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.

The evaluation criteria in the following pages will be used to review and evaluate each application. Each criterion should be addressed in the project description section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria under each heading. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. Note that the highest possible score an application can receive under this competitive grant area is 105 points.

Mailing and submission instructions are found in Part III.

(a.) OBJECTIVES AND NEED FOR ASSISTANCE: Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated); some of which may be outside the scope of the program announcement.

EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 points):

1. Applicant must specify the goals and objectives of the project and how implementation will fulfill the purposes of the legislation identified above, ultimately helping to encourage youth to leave the streets.
2. Applicant must state the need for assistance by describing the conditions and needs of youth and families in the geographic area to be served and the incidence and characteristics of runaway and homeless youth and their families, including their social needs and health problems.. The discussion must include matters of family functioning and the health, education, employment and social conditions of the youth, including at-risk conditions or behaviors such as drug use, school failure and delinquency.
3. Applicant must describe the specific local environments frequented by runaway, homeless and street youth and demonstrate that program services will be located in or easily accessible to the area which is frequented by these street youth. Maps or other graphic aids may be attached.

4. Applicant must describe currently available services for runaway, homeless and street youth in the geographic areas to be served. Service gaps must be addressed and considered in developing program objectives. Supporting documentation from other community agencies may be included.

(b.) RESULTS OR BENEFITS EXPECTED: Identify the results and benefits to be derived. For example, when applying for a grant to serve adolescents and their families, describe who will receive services, where and how these services will be provided, and how the services will benefit the youth, their families and the community.

Services shall be provided as an alternative to involving runaway and homeless youth in the law enforcement, child welfare, mental health, and juvenile justice systems.

EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 points):

1. Applicant must provide detailed information on the expected results and benefits of the program in terms of the number and frequency of youth served annually and in terms of the benefits and outcomes that will accrue to the street youth and to the community being served.
2. Applicant must describe the anticipated changes in attitudes, values and behavior of the youth served and improvements in individual, family and community functioning that will occur as a consequence of services provided.
3. Applicant must discuss the criteria to be used to evaluate the results and success of the project.

(c.) APPROACH: Outline a plan of action, which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application.

Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of youth to be served and the results of those services. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Identify the kinds of data to be collected, maintained, and/or disseminated, including data required for annual reporting to the Secretary of HHS. Note that clearance from the U.S. Office of Management and Budget might be needed prior to a "collection of information" that is "conducted or sponsored" by ACF. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION CRITERIA FOR APPROACH (35 points):

1. Applicant must describe its youth development approach to serving street youth, including how youth will be involved in the design, operation and evaluation of the program.
2. Applicant must describe its current or proposed street outreach effort, including framework and philosophy, hours of operation, staffing pattern and staff support, services provided and efforts to deal with sexual abuse and exploitation.
3. Applicant must describe a plan to provide street-based outreach services where street youth congregate and during hours when youth will most likely avail themselves of those services (late afternoon, evenings, nights and weekends). The plan must clearly state what will be accomplished during these service hours.

4. Applicant must show that there is guaranteed access to emergency shelter services that can be made available to street youth. When emergency shelter is provided by an entity other than the applicant, signed letters of agreement with the shelter provider must be included in the application. The agreement must stipulate that the applicant's street outreach workers will have guaranteed access to the street youth that are taking advantage of the shelter's services.
5. Applicant must describe the range of services that will be offered to street youth and how those services will be provided. At a minimum, plans should be provided for street-based outreach and education, survival aid, individual assessment, counseling, prevention and education activities, information and referral services, crisis intervention and follow-up support. Applicant must specify any services that will be provided by other agencies and appropriate letters of agreement must be included in the application.
6. Applicant must discuss the expected impact of the SOP on the organization's capacity to effectively provide other services to runaway and homeless youth in the community, such as temporary shelter and transitional living services, if the organization is funded by FYSB to provide these services as well.
7. Applicants proposing to serve a specific RHY population (e.g. single sex programs, gay and lesbian youth, a particular ethnic group, etc.) must explain why the population required focused services, how the services to be provided will meet the special needs of the population, and how the applicant will make referrals or otherwise address the needs of otherwise eligible runaway, homeless and street youth who are not in the population the applicant intends to serve.
8. To provide drug abuse education and prevention services, an applicant shall provide a description of:
 - the types of such services that the applicant proposes to provide;
 - the objectives of such services; and
 - the types of information and training to be provided to individuals providing such services to runaway and homeless youth; and
 - an assurance that in providing such services the applicant shall conduct outreach activities for runaway and homeless youth.
9. To provide street-based services, the applicant shall include assurances that in providing such services the applicant will:
 - provide qualified supervision of staff, including on-street supervision by appropriately trained staff;
 - provide backup personnel for on-street staff;
 - provide initial and periodic training of staff who provide such services; and
 - conduct outreach activities for runaway and homeless youth, and street youth.
10. Applicant must demonstrate that supportive training and appropriate street-based outreach supervision is provided to street outreach staff and volunteers. This must include training on policies and boundaries regarding job responsibilities and contact with and responsibilities to young people; supervision and guidance that will assist staff in abiding by policies and maintaining appropriate boundaries; as well as training on youth development, sexual abuse and other relevant street life topics.
11. Applicant must show that staff and volunteer gender, ethnicity and life experiences are relevant to those of the young people being served.
12. Applicant must describe how the project has established or will establish formal service linkages with other social service, law enforcement, educational, housing, vocational, welfare, legal service, drug treatment, health care and other relevant service agencies in order to ensure appropriate service referrals for the project clients. At a minimum, the applicant must describe current efforts or plans to work with organizations that serve victims of domestic violence and sexual assault in order to tap into their expertise and to coordinate services.
13. Applicant must describe current or anticipated barriers to effective delivery of services and actions the program will take to overcome these barriers to serving this population.

14. Applicant must describe procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual runaway, homeless or street youth.

15. Applicant must describe how the activities implemented under this project will be continued by the agency once Federal funding for the project has ended and must describe specific plans for accomplishing program phase-out in the event the applicant cannot obtain new operating funds at the end of the 36-month project period.

16. While there is no current data collection protocol for the Street Outreach Program, a reasonable requirement may be established in the future. At that time, applicant must agree to gather and submit program and client data required by FYSB through the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved format which RHYMIS can receive. If applicant is a current FYSB grantee operating a Basic Center or Transitional Living Program, describe the data currently collected and submitted under the RHYMIS system. Current recipients of a FYSB Basic Center or Transitional Living Program grant who are not fully and timely submitting the required data are at risk of not being considered for a new grant award.

17. Applicant must agree to cooperate with any research or evaluation efforts sponsored by the Administration for Children and Families.

18. Applicant must describe procedures for maintaining confidentiality of records on the youth and families served. Procedures must insure that no information on the youth and families is disclosed without the consent of the individual youth, parent or legal guardian. Disclosures without consent can be made to another agency compiling statistical records if individual identities are not provided or to a government agency involved in the disposition of criminal charges against an individual youth.

19. Basic Center (BC) or Transitional Living Program (TLP) applicants for Street Outreach program funds must agree to submit the required BC or TLP Annual Report to the Secretary of HHS as a Basic Center and other required program and financial reports, as instructed by FYSB.

(d.) STAFF AND POSITION DATA: Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):

1. Applicant must discuss staff experience in working with runaway, homeless, and street youth.

2. Applicant must include information on skills, knowledge and experience of the project director and key project staff. Brief biographical sketches or resumes of current and proposed staff, as well as job descriptions, should be included. Resumes must indicate what position the individual will fill and position descriptions must specifically describe the job as it relates to the proposed project. Applicants must also list organizations and consultants who will work on the program along with a short description of the nature of their effort or contribution. Applicant must provide information on plans for training project staff as well as staff of cooperating organizations and individuals.

(e.) ORGANIZATION PROFILE: Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/local government standards, documentation of experience in the program area, and other pertinent information.

Any nonprofit organization submitting an application must submit proof of its nonprofit status in its application at the time of submission. The nonprofit agency can accomplish this by providing a copy of the applicant's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in Section 501(c)(3) of the IRS code, or by providing a copy of the currently valid IRS tax exemption certificate, or by providing a copy of the articles of incorporation bearing the seal of the State in which the corporation or association is domiciled.

Five bonus points shall be awarded to applicant organizations who have demonstrated experience in providing services to runaway, homeless and street youth.

EVALUATION CRITERIA FOR ORGANIZATION PROFILE (10 points plus 5 possible bonus points):

1. Applicant must discuss organizational experience in working with RHY populations. As required by the RHY Act, priority for funding (5 extra points) may be given to organizations with at demonstrated experience in providing direct services to runaway, homeless and street youth. Applicant must document the services it provides to this specific population and the length of time the applicant has been involved in the provision of these services.
2. Applicant must provide a short description of the applicant agency's organization; the types, quantities and costs of services it provides; any funding and contractual relationships with juvenile justice, probation and/or welfare agencies; and must identify and discuss the role of other organizations or multiple sites of the agency that will be involved in direct services to runaway and homeless youth through this grant. List all these sites, including addresses, phone numbers and staff contact names if different than those on the SF 424. If the agency is a recipient of funds from the Administration on Children and Families for services to runaway and homeless youth for programs other than that applied for in this application, show how the services supported by these funds are or will be integrated with the existing services. Organizational charts may be provided.

(f.) BUDGET AND BUDGET JUSTIFICATION: Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 points):

1. Applicant must show that costs of the proposed program are reasonable and justified in terms of numbers of youth and families to be served, types and quantities of services to be provided and the anticipated results and benefits. Discussion should refer to (1) the budget information presented on Standard Forms 424 and 424A and the applicant's budget justification and (2) the results or benefits identified under Criterion 2 above.
2. Applicant must describe the fiscal control and accounting procedures that will be used to ensure prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

D. YOUTH DEVELOPMENT STATE COLLABORATION DEMONSTRATION PROJECTS (Competitive Grant Area D, CFDA# 93.623): Instructions, Project Description and Evaluation Criteria

Eligible Applicants: Any State or Federally-recognized Indian Tribe is eligible to apply for a Youth Development State Collaboration Demonstration Project grant. Only one application may be submitted by any State or Tribe. Under FYSB's authority to take geography into consideration, preference will be given to State or Tribal applicants in regions IV, V, and VI, since these regions are not currently involved in the collaboration project. The States in these regions are: Region IV: AL, FL, GA, KY, MS, NC, SC, TN; Region V: IL, IN, MI, MN, OH, WI; Region VI: AR, LA, NM, OK, TX.

Program Purpose, Goals and Objectives: These project grants will serve as the basis for creating partnerships among the Family and Youth Services Bureau (FYSB), States or Tribes, and community based, youth serving organizations in order to establish and support effective youth development program strategies at the State and local levels. This partnership is intended to result in increased focus and collaboration on positive alternatives and opportunities for youth within the State or Tribal jurisdiction that can lead to the increased safety and well being of young people.

Many policy and funding decisions about youth services are made at the State or Tribal level. In recent years, significant pieces of social legislation impacting youth have given the States and Tribes wide latitude in implementation, for example, welfare reform and the Workforce Investment Act. Accordingly, FYSB wishes to encourage and support a youth development approach in the design and implementation of policies and funding practices for youth services at the State or Tribal level.

The objectives of the Youth Development State Collaboration Demonstration Projects are to facilitate the development of State or Tribal policies and initiatives that help communities support a youth development approach; to encourage collaboration among the State or Tribal agencies that address the needs and issues of adolescents; to promote and facilitate communication and coordination between the State or Tribe and youth serving agencies, including FYSB grantees; and to promote collaborative efforts among the State or Tribe, FYSB, and community-based, youth-serving organizations.

Background: For a number of years, FYSB has been promoting a youth development philosophy and has recently produced a framework that provides a theoretical foundation for youth development. The framework can be used by program developers, program managers and youth service professionals in developing and implementing service models and approaches that will redirect youth in high risk situations toward positive pathways of development. We have identified four key principles that are important in the development of young people as they move toward a successful and productive adulthood: a sense of industry and competency, a feeling of connectedness to others (particularly to caring adults, especially parents), and to society, a belief in their control over their fate in life, and a stable identity.

FYSB supports the youth development approach and believes it is crucial that positive developmental opportunities be made available to all young people during adolescence, a time of rapid growth and change. Adolescents need opportunities to fulfill their developmental needs; intellectually, psychologically, socially, morally and ethically. Youth benefit from experiential learning and they need to belong to a group while maintaining their individuality. At the same time, they want and need adult support and interest. They also need to express opinions, challenge adult assumptions, develop the ability to make appropriate choices and learn to use new skills.

When young people are not given positive outlets for growth, they may find potentially damaging alternatives. Gang membership, for example, may address an adolescent's need for safety and membership in a group, close friendships and opportunities for exercising decision-making skills and responsibility. However, it also places young people at high risk for drug use and exposure to violence and crime. In contrast, positive developmental opportunities meet adolescent needs while decreasing their exposure to destructive influences and reducing their involvement in risky behaviors.

A rapidly changing society and a decreasing sense of community have reduced or eliminated many of the traditional ways that young people receive the support they need to move toward maturity and self-sufficiency. Additionally, increasing violence and hopelessness in many neighborhoods threaten young people's welfare and make developmental opportunities scarce in some communities. In such environments, a commitment by a community to creating programs and services that meet young peoples' developmental needs is critical.

Programs with a youth development focus offer young people the skills, knowledge and community support they need to function effectively. The youth development approach is designed to focus on the positive outcomes desired by young people, not the negative outcomes that adults hope to prevent. The distinction may appear subtle, but it is a significant shift in policy and practice. Youth development moves the dialogue from one that focuses on youth with problems to one in which youth are seen as resources. In addition, youth development envisions a community

effort to determine and provide, in concert with youth, the assistance and support youth need to grow into healthy adults.

Beginning in 1999, the nine State agencies listed below were awarded grants by FYSB to establish collaboration efforts around youth development at the State level.

- Department of Economic Security, State of Arizona
- Department of Human Services, State of Colorado
- Office of Policy and Management, State of Connecticut
- Department of Human Rights, State of Iowa
- Department of Human Resources, State of Maryland
- Executive Office of Health and Human Services, Commonwealth of Massachusetts
- Health and Human Services, State of Nebraska
- Office of Children and Family Services, State of New York
- Commission on Children and Families, State of Oregon

These States' activities have included: assessing existing statewide policies and procedures to determine how best to integrate youth development principles into current approaches; providing training on the youth development approach; involving young people in program and policy development; organizing region-, State-, or community-wide conferences and forums; making subgrants that promote youth development activities; creating new outlets for sharing information on youth development such as home pages on the Internet's World Wide Web; developing and supporting statewide coalitions of agencies serving runaway and homeless youth; identifying data to measure positive outcomes.

Funding: The Family and Youth Services Bureau expects to award up to five grants of \$120,000 for each new, competitive Youth Development State Collaboration Demonstration Projects.

Federal Share of Project Costs: Applicants may apply for up to \$120,000 in Federal support each year which equals a maximum of \$360,000 for a 3-year period.

Applicant Share of Project Costs: The applicant is required to provide a minimum of 25 percent of the total approved cost of the project. (There are certain exceptions for Tribes with "638" funding pursuant to P.L. 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) The total approved cost of the project is the sum of the Federal share and the applicant share of the project. For example, an applicant requesting \$120,000 must match the federal funds with a non-Federal share of at least \$40,000.

Duration of Project: This announcement solicits applications for Youth Development State Collaboration Demonstration Projects of up to three years (36-month project periods). Grant awards, made on a national competitive basis, will be for a one-year (12-month) budget period. Applications for continuation grants beyond the one-year budget period, but within the longer term project period, will be entertained in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee and determination that continued funding would be in the interest of the government.

INSTRUCTIONS

The following are instructions and guidelines on how to prepare the project summary abstract and project description sections of the application. Note that each section of the following contains standard instructions taken from the ACF Uniform Project Description (UPD), OMB Control Number 0970-0139, followed by evaluation scoring criteria specific to the program.

1. FORMS AND CERTIFICATIONS: Fill out Standard Forms 424 and 424A and the associated certifications and assurances in Appendix F based on the instructions on the forms.

2. PROJECT SUMMARY/ABSTRACT: Provide a one page (or less) summary of the project description with reference to the funding request.

3. FULL PROJECT DESCRIPTION AND EVALUATION CRITERIA: Describe the project clearly in 40 pages or less (not counting attached letters of support or agreement) using the following outline and guidelines.

Applicants are required to submit a full project description and must prepare the project description statement in accordance with the following instructions. The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance." Resumes are included in the 40 page limit and so should be brief. The description must be double spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.

The maximum number of pages for supplemental documentation is 10 pages, double-spaced. There is no page limit for letters of support or agreement. The supplemental documentation, subject to the 10 page limit, must be numbered and might include photocopies of news clippings, newsletters, press releases, evidence of the program's efforts to coordinate youth services at the local level, etc. Supplemental documentation over the ten-page limit will not be reviewed. Applicants may include as many letters of support or agreement as are appropriate.

It is in the applicant's best interest to ensure that the project description is easy to read, logically developed in accordance with evaluation criteria and adheres to page limitations. In addition, applicants should be mindful of the importance of preparing and submitting applications using language, terms, concepts and descriptions that are generally known both to the runaway and homeless youth and broader youth services field.

The evaluation criteria in the following pages will be used to review and evaluate each application. Each criterion should be addressed in the project description section of the application according to the guidelines in the following pages. Applicants should provide specific information that addresses all components of the criteria under each heading. The point values indicate the maximum numerical weight each criterion will be accorded in the review process. Note that the highest possible score an application can receive under this competitive grant area is 105 points.

Mailing and submission instructions are found in Part III.

(a.) OBJECTIVES AND NEED FOR ASSISTANCE: Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated); some of which may be outside the scope of the program announcement.

EVALUATION CRITERIA FOR OBJECTIVES AND NEED FOR ASSISTANCE (15 Points):

1. Applicant must specify the goals and objectives to be addressed through the Youth Development State Collaboration Demonstration Project and how they are relevant to youth-related needs within the State or Tribal jurisdiction. For the purpose of this project, youth are defined as individuals between the ages of 10-24.
2. Applicant must discuss the State's or the Tribe's current framework or philosophy for addressing youth issues, including how that framework is reflected in policies and existing youth services. Applicant must also describe any youth development activities that are currently in place at the State or Tribal level, how those activities affect local youth services and the need for further efforts in this area.
3. Applicant must discuss the extent of current coordination among State or Tribal agencies and programs on youth issues and existing coordination with local youth service providers, as well as the need for additional collaboration.

4. Applicant must describe the ability to leverage strong commitment and support at the executive level for this project.

(b.) RESULTS OR BENEFITS EXPECTED: Identify the results and benefits to be derived.

EVALUATION CRITERIA FOR RESULTS OR BENEFITS EXPECTED (20 Points):

1. Applicant must describe interim and final results and benefits expected of this project, especially in regard to support of youth development and coordination around youth issues and services.
2. Applicant must identify expected changes in policies, processes, programs and initiatives resulting from this grant, how these changes will be implemented and the expected legislative, programmatic or administrative results.
3. Applicant must describe expected results of efforts to strengthen and/or establish effective communication and collaboration between the State or Tribe and FYSB, among the State or Tribe, FYSB grantees and other community-based, youth-serving agencies, and with other appropriate programs for the purpose of supporting a youth development approach.
4. Applicant must discuss how a concentration on collaboration and youth development will enhance services to young people, providing concrete examples of desired changes in local services and State or Tribal policy making processes.

(c.) APPROACH: Outline a plan of action, which describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application.

Cite factors which might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of youth to be served and the results of those services. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Identify the kinds of data to be collected, maintained, and/or disseminated, including data required for annual reporting to the Secretary of HHS. Note that clearance from the U.S. Office of Management and Budget might be needed prior to a "collection of information" that is "conducted or sponsored" by ACF. List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION CRITERIA FOR APPROACH (35 points):

1. Applicant must outline a plan of action to accomplish the goals and objectives of the effort and to meet the needs set forth above. This plan must include information that clarifies the activities that will be undertaken to introduce and support a youth development approach at the State or Tribal and local levels and to initiate and maintain collaboration and participation among the State or Tribe, FYSB grantees and other community-based, youth-serving agencies, and with other appropriate programs for the purpose of supporting a youth development approach.
2. Applicant must discuss legislative, administrative and judicial factors that may be barriers to increased collaboration and the establishment and support of a youth development approach. Describe plans to address and overcome these barriers.

3. Applicant must clearly identify a State or Tribal Youth Development Coordinator who will be responsible for activities under this grant and must also identify where the project will be located organizationally. Applicant must provide the rationale for the location of the project and explain that choice in terms of the project's visibility and access to decision-making levels, State or Tribal resources and partnership opportunities.
4. Applicant must explain the methodology that will be used for interim and final evaluation of the project, including whether or not the identified needs are being met and goals and objectives are being achieved. Applicants must identify what, if any, quantitative and qualitative data will be collected and maintained and discuss how it will be used to evaluate the results and benefits of the project.
5. Applicant must identify State or Tribal agency personnel, current FYSB funded grantees and other youth service providers within the State or Tribal jurisdiction which participated in proposal development.

(d.) STAFF AND POSITION DATA: Provide a biographical sketch for each key person appointed and a job description for each vacant key position. A biographical sketch will also be required for new key staff as appointed.

EVALUATION CRITERIA FOR STAFF AND POSITION DATA (10 points):

1. Applicant must demonstrate sufficient personnel resources and staff competence to assure that project activities can be successfully carried out. To the extent possible, resumes and position descriptions for the State Youth Development Coordinator and other proposed staff must be included in the proposal. Biographical sketches or resumes must indicate what position the individual will fill, and position descriptions must specifically describe the job as it relates to the proposed project.
2. Applicant must list each consultant, or key individuals who will work on the project, along with a brief description of the nature of their contribution and knowledge of and experience with youth development, youth issues and youth and family services and any familiarity with the Family and Youth Services Bureau and its grantees.

(e.) ORGANIZATION PROFILE: Provide information on the applicant organization(s) and cooperating partners such as organizational charts, financial statements, audit reports or statements from CPAs/Licensed Public Accountants, Employer Identification Numbers, names of bond carriers, contact persons and telephone numbers, child care licenses and other documentation of professional accreditation, information on compliance with Federal/State/Tribal/local government standards, documentation of experience in the program area, and other pertinent information.

EVALUATION CRITERIA FOR ORGANIZATION PROFILE (10 points):

1. Applicant must describe the organizational structure and experience of the State or Tribal agency which will principally undertake this project, providing a short description of the applicant agency's organization; the services it provides or functions it performs. If the agency is a recipient of funds from the Administration on Children and Families (i.e., Family and Youth Services Bureau, Child Care Bureau, Children's Bureau, and/or Head Start Bureau) for programs other than are being applied for in this application, discuss if those programs or departments receiving ACYF funds are expected to be collaborative partners in this initiative. Organizational charts may be provided.
2. Applicant must list each organization which will work on the project, along with a brief description of the nature of their contribution and knowledge of and experience with youth development, youth issues and youth and family services and any familiarity with the Family and Youth Services Bureau and its grantees.

(f.) BUDGET AND BUDGET JUSTIFICATION: Provide line item detail and detailed calculations for each budget object class identified on the Budget Information form. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. The detailed budget must also include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs.

EVALUATION CRITERIA FOR BUDGET AND BUDGET JUSTIFICATION (10 points):

1. Applicant must discuss and justify the costs of the proposed project in terms of types and quantities of activities to be implemented and the anticipated results and benefits. The budget for the first year should be reflective of any "down time" due to project planning and start-up activities, such as hiring staff, contracting, etc.
2. Applicant must include travel and per diem for the State or Tribal Youth Development Coordinator to attend two annual meetings; one meeting with ACF Regional Officials and one meeting in Washington, D.C.
3. Applicant must describe the fiscal control and accounting procedures that will be used to ensure the prudent use, proper disbursement and accurate accounting of funds received under this program announcement.

PART III. APPLICATION PROCESS

A. Assistance to Prospective Grantees

Potential grantees can direct questions about program requirements or application forms to the Administration on Children, Youth and Families, Family and Youth Services Bureau, Program Announcement, 1815 North Fort Myer Drive, Suite 300, Arlington, VA.22209; Telephone: 1-800-351-2293; electronic mail: FYSB@lcgnet.com. Further general information may be obtained from the Training and Technical Assistance Providers listed in Part V, Appendix C.

B. Application Requirements

To be considered for a grant, each application must be submitted on the forms provided at the end of this announcement (Part V, Appendix F) and in accordance with the guidance provided below. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by terms and conditions of the grant award. If more than one agency is involved in submitting a single application, one entity must be identified as the applicant organization which will have legal responsibility for the grant.

C. Paperwork Reduction Act of 1995 (Public Law 104-13)

The Uniform Project Description information collection within this Program Announcement is approved under Uniform Project Description (0970-0139), Expiration Date 10/31/2000.

Public reporting burden for this collection of information is estimated to average 10-20 hours per overall response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

D. Notification Under Executive Order 12372

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of September 1997, the following jurisdictions have elected not to participate in the Executive Order Process. Applicants from these jurisdictions or for projects administered by Federally-recognized Indian Tribes need take no action in regard to E.O. 12372: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas,

Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Palau, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia and Washington. All remaining jurisdictions participate in the Executive Order process and have established Single Points of Contacts (SPOCs). Applicants from participating jurisdictions should contact their SPOC as soon as possible to alert them to the prospective application and receive any necessary instructions.

Applicants must submit any required material to the SPOCs as early as possible so that the program office can obtain and review SPOC comments as part of the award process. The applicant must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline date to comment on proposed new awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations which they intend to trigger the "accommodate or explain" rule. When comments are submitted directly to ACYF, they must be addressed to: Department of Health and Human Services, Administration on Children, Youth and Families, Family and Youth Services Bureau, Room 2038, 330 C Street SW, Washington, D.C. 20447

A list of the Single Points of Contact for each State and Territory is included as Part V, Appendix D, of this announcement.

E. Availability of Forms and Other Materials

A copy of the forms that must be submitted as part of each application for a runaway and homeless youth grant and instructions for completing the application are provided in Part V, Appendix F. Legislation referenced in Part I, section B of this announcement may be found in major public libraries, and the appendices at the end of this announcement contain other relevant information regarding RHY programs. Additional copies of this announcement may be obtained by calling 1-800-351-2293. Many standard forms can also be downloaded and printed from the following ACF webpage: <http://www.acf.dhhs.gov/programs/oa/form.htm>.

F. Application Consideration

All applications which are complete and conform to the requirements of this program announcement will be subject to a competitive review and evaluation against the specific competitive grant area criteria outlined in Part II of this announcement. This review will be conducted in Washington, D.C., by panels of non-Federal experts knowledgeable in the areas of youth development and human services.

Application review panels will assign a score to each application, identifying its strengths and weaknesses. Both Central and Hub/Regional Office staff will conduct administrative reviews of the applications and the results of the competitive review panels and will recommend applications for funding to the Commissioner, ACYF. The Commissioner will make the final selection of the applications to be funded.

In addition to scores assigned by non-Federal reviewers and Federal administrative reviews, the Commissioner may approve applications proposing services in unserved or inadequately served areas in an effort to make sure there is a geographic distribution of services. The Commissioner may also elect not to fund any applicants having known management, fiscal, reporting, program, or other problems which make it unlikely that they would be able to provide effective services.

Successful applicants will be notified through the issuance of a Financial Assistance Award which will set forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided and the total project period for which support is contemplated.

Organizations whose applications will not be funded will be notified in writing by the Commissioner of the Administration on Children, Youth and Families. Every effort will be made to notify all unsuccessful applicants as soon as possible after final decisions are made.

PART IV. APPLICATION CHECKLIST AND SUBMISSION INSTRUCTIONS

Each application must contain the following items in the order listed:

1. Application for Federal Assistance (Standard Form 424, REV 7-97): Follow the instructions in Part V, Appendix F. In Item 8 of Form 424, check "New." In Item 10 of the 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Program title and number for the program for which funds are being requested:

Program Title	CFDA Program Number
Basic Center Program	93.623
Transitional Living Program	93.550
Street Outreach Program	93.557
Youth Development State Collaboration Demonstration Projects	93.623

In Item 11 of the 424, identify which Competitive Grant Area the application addresses (A: Basic Center Program (BCP), B: Transitional Living Program (TLP) C: Street Outreach Program (SOP) or D: Youth Development State Collaboration Demonstration Projects (SCDP)).

In item 12, identify the specific geographic area to be served.

2. Budget Information Form (Standard Form 424A, REV 7-97) and Budget Justification: To complete the SF 424A, follow the instructions in Part V, Appendix F. The budget justification includes a detailed budget and a narrative justification. Refer to the "Budget and Budget Justification" evaluation criterion under your competitive grant area for more guidance. The budget justification should be typed on standard size plain white paper. The detailed budget must include breakdowns for major budget categories. In the budget narrative, describe and justify all costs. List amounts and sources of all funds, both Federal and non-Federal, to be used for this project. Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants. (There are certain exceptions for Tribes with "638" funding pursuant to P.L. 93-638, under which certain Federal grants may qualify as matching funds for other Federal grant programs, e.g., those which contribute to the purposes for which grants under section 638 were made.) Applicants which do not provide the required percentage of non-Federal share will not be funded.

3. Project Summary/Abstract (one page maximum): Clearly mark this page with the applicant name as shown on item 5 of the SF 424, identify the competitive grant area and the title of the proposed project as shown in item 11 and the service area as shown in item 12 of the SF 424. The summary description should not exceed 300 words.

Care should be taken to produce a summary which accurately and concisely reflects the proposed project. It should describe the objectives of the project, the approach to be used and the results and benefits expected.

4. Project Description, Supplemental Documentation, and Letters of Support or Agreement: Describe the project clearly in 40 pages or less (not counting attached letters of support or agreement) using the outline and guidelines for each program area.

The pages of the project description must be numbered and are limited to 40 typed pages starting on page 1 of "Objectives and Need for Assistance." Resumes are included in the 40 page limit and so should be brief. The description must be double spaced, printed on only one side, with at least 1/2 inch margins. Pages over the limit will be removed from the competition and will not be reviewed.

The maximum number of pages for supplemental documentation is 10 pages, double-spaced. There is no page limit for letters of support or agreement. The supplemental documentation, subject to the 10 page limit, must be

numbered and might include photocopies of news clippings, newsletters, press releases, evidence of the program's efforts to coordinate youth services at the local level, etc. Supplemental documentation over the ten-page limit will not be reviewed. Applicants may include as many letters of support or agreement as are appropriate.

5. Assurances/Certifications: Applicants are required to sign and return a SF 424B, Assurances--Non-Construction Programs and the Certification Regarding Lobbying forms and return them with the application. A duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances and certifications. In addition, by the act of signing the SF 424, applicants certify their compliance with: (1) Drug-Free Workplace Requirements; (2) Debarment and Other Responsibilities; and (3) Pro-Children Act of 1994 (Certification Regarding Environmental Tobacco Smoke). A signature on the application also constitutes an assurance that the applicant will comply with the pertinent Departmental regulations contained in 45 CFR Part 74 or Part 92, whichever is applicable. (Copies of the assurances and certifications are reprinted at the end of this announcement and may be reproduced as necessary.)

6. Application Submission: To be considered for funding, each applicant must submit one signed original and two additional copies of the application, including all attachments, to the application receipt point specified above. The original copy of the application must have original signatures, signed in black ink. Each copy must be stapled (back and front) in the upper left corner. All copies of an application must be submitted in a single package.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

A separate application must be submitted for each competitive grant area and applications that combine two or more competitive grant areas will not be reviewed or funded. Envelopes containing an application must clearly indicate the specific competitive grant area that the application is addressing: Basic Center Program, Transitional Living Program, Street Outreach Program, or the Youth Development State Collaboration Demonstration Projects.

DEADLINES: The deadlines for RECEIPT of applications for new grants under this announcement are as follows:

CFDA#	Programs	Deadline Dates	Deadline Times
93.623	Basic Center Program	July 3, 2000	4:30 p.m. (EDT)
93.557	Street Outreach Program	July 3, 2000	4:30 p.m. (EDT)
93.550	Transitional Living Program	July 7, 2000	4:30 p.m. (EDT)
93.623	State Collaboration Demonstration Projects	August 3, 2000	4:30 p.m. (EDT)

Mailing and Delivery Instructions: Applications must be in hard copy. Mailed applications and applications hand delivered by applicants, applicant couriers, overnight/express mail couriers or any other method of hand delivery shall be considered as meeting an announced deadline if they are received on or before the deadline, at the following address:

ACYF Operations Center
1815 North Fort Myer Drive
Suite 300
Arlington, VA 22209
Telephone: 1-800-351-2293
email: FYSB@lcgnet.com

Applications may be hand delivered to the above address between the hours of 8:00 a.m. and 4:30 p.m. (EDT), Monday through Friday (excluding Federal Holidays).

Applicants are responsible for mailing and delivering applications well in advance of deadlines to ensure that the applications are received on time. Applications received after 4:30 p.m. (EDT) on the deadline date will be classified as late. Postmarks and other similar documents do not establish receipt of an application.

ACF will not accept applications delivered by fax or e-mail regardless of date or time of submission and receipt.

Late Applications. Applications which do not meet the criteria stated above and are not received by the deadline date and time are considered late applications. The Administration for Children and Families (ACF) will notify each late applicant that its application will not be considered in the current competition.

Extension of Deadline. ACF may extend an application deadline for applicants affected by acts of God such as floods and hurricanes, or when there is widespread disruption of the mails. A determination to waive or extend deadline requirements rests with the Chief Grants Management Officer.

(Catalog of Federal Domestic Assistance. Number 93.623, Basic Center Program for Runaway and Homeless Youth; Number 93.550, Transitional Living Program for Homeless Youth; Number 93.623, Street Outreach Program, Number 93.557, Youth Development State Collaboration Demonstration Projects, Number 93.623)

Date: 5/5/00

--signed--

James Harrell
Deputy Commissioner
Administration on Children, Youth and Families

PART V. APPENDICES

Appendix A. Basic Center Program Performance Standards

PROGRAM PERFORMANCE STANDARDS

I. PURPOSE

The Program Performance Standards established by the Bureau for its funded centers relate to the basic program components enumerated in Section 317 of the Runaway and Homeless Youth Act and as further detailed in the Regulations and Program Guidance governing the implementation of the Act. They address the methods and processes by which the needs of runaway and homeless youth and their families are being met, as opposed to the outcome of the services provided on the clients served.

The terms "program performance standard," "criterion," and "indicators" are used throughout both the instrument and the instructions. These terms are defined as follows:

Program Performance Standard: The general principle against which a judgment can be made to determine whether a service or an administrative component has achieved a particular level of attainment.

Criterion: A specific dimension or aspect of a program performance standard which helps to define that standard and which is amenable to direct observation or measurement.

Indicator: The specific documentation which demonstrates whether a criterion (or an aspect of a criterion) is being met and thereby the extent to which a specific aspect of a standard is being met.

Fifteen program performance standards, with related criteria, are established by the Bureau for the projects funded under the Runaway and Homeless Youth Act. Nine of these standards relate to service components (outreach, individual intake process, temporary shelter, individual and group counseling, family counseling, service linkages, aftercare services, recreational programs, and case disposition), and six to administrative functions or activities (staffing and staff development, youth participation, individual client files, reporting, ongoing project planning, and board of directors/advisory body).

Although fiscal management is not included as a program performance standard, it is viewed by FYSB as being an essential element in the operation of its funded projects. Therefore, as validation visits are made, the Regional ACF specialist and/or staff from the Office of Fiscal Operations will also review the project's financial management activities.

FYSB views these program performance standards as constituting the minimum standards to which its funded projects should conform. The primary assumption underlying the program performance standards is that the service and administrative components which are encompassed within these standards are integral (but not sufficient in themselves) to a program of services which effectively addresses the crisis and long-term needs of runaway and homeless youth and their families.

The program performance standards are designed to serve as a developmental tool, and are to be employed by both the project staff and the Regional ACF staff specialists in identifying those service and administrative components and activities of individual projects which require strengthening and/or development either through internal action on the part of staff or through the provision of external technical assistance.

II. PROGRAM PERFORMANCE STANDARDS AND CRITERIA

The following constitute the program performance standards and criteria established by the Bureau for its funded centers. Each standard is numbered, and each criterion is listed after a lower case letter.

OUTREACH

The project shall conduct outreach efforts directed towards community agencies, youth and parents.

INDIVIDUAL INTAKE PROCESS

The project shall conduct an individual intake process with each youth seeking services from the project. The individual intake process shall provide for:

- a. Direct access to project services on a 24-hour basis.
- b. The identification of the emergency service needs of each youth and the provision of the appropriate services either directly or through referrals to community agencies and individuals.
- c. An explanation of the services which are available and the requirements for participation, and the securing of a voluntary commitment from each youth to participate in project services prior to admitting the youth into the project.
- d. The recording of basic background information on each youth admitted into the project.
- e. The assignment of primary responsibility to one staff member for coordinating the services provided to each youth.
- f. The contact of the parent(s) or legal guardian of each youth provided temporary shelter within the timeframe established by State law or, in the absence of State requirements, preferably within 24 but within no more than 72 hours following the youth's admission into the project.

TEMPORARY SHELTER

The project shall provide temporary shelter and food to each youth admitted into the project and requesting such services.

- a. Each facility in which temporary shelter is provided shall be in compliance with State and local licensing requirements.
- b. Each facility in which temporary shelter is provided shall accommodate no more than 20 youth at any given time.
- c. Temporary shelter shall normally not be provided for a period exceeding two weeks during a given stay at the project.
- d. Each facility in which temporary shelter is provided shall make at least two meals per day available to youth served on a temporary shelter basis.
- e. At least one adult shall be on the premises whenever youth are using the temporary shelter facility.
- f. The shelter shall maintain a ratio of staff to youth that is sufficient to ensure adequate supervision and treatment.

4. INDIVIDUAL AND GROUP COUNSELING

The project shall provide individual and/or group counseling to each youth admitted into the project.

- a. Individual and/or group counseling shall be available daily to each youth admitted into the project on a temporary shelter basis and requesting such counseling.

b. Individual and/or group counseling shall be available to each youth admitted into the project on a non-residential basis and requesting such counseling.

c. The individual and/or group counseling shall be provided by qualified staff.

5. FAMILY COUNSELING

The project shall make family counseling available to each parent or legal guardian and youth admitted into the project.

a. Family counseling shall be provided to each parent or legal guardian and youth admitted into the project and requesting such services.

b. The family counseling shall be provided by qualified staff.

6. SERVICE LINKAGES

The project shall establish and maintain linkages with community agencies and individuals for the provision of those services which are required by youth and/or their families but which are not provided directly by the centers.

a. Arrangements shall be made with community agencies and individuals for the provision of alternative living arrangements, medical services, psychological and/or psychiatric services, and the other assistance required by youth admitted into the project and/or by their families which are not provided directly by the project.

b. Specific efforts shall be conducted by the project directed toward establishing working relationships with law enforcement and other juvenile justice system personnel.

7. AFTERCARE SERVICES

The project shall provide a continuity of services to all youth served on a temporary shelter basis and/or their families following the termination of such temporary shelter both directly and through referrals to other agencies and individuals.

8. RECREATIONAL PROGRAM

The project shall provide a recreational/leisure time schedule of activities for youth admitted to the project for residential care.

9. CASE DISPOSITION

The project shall determine, on an individual case basis, the disposition of each youth provided temporary shelter, and shall assure the safe arrival of each youth home or to an alternative living arrangement.

a. To the extent feasible, the project shall provide for the active involvement of the youth, the parent(s) or legal guardian, and the staff in determining what living arrangement constitutes the best interest of each youth.

b. The project shall assure the safe arrival of each youth home or to an alternative living arrangement, following the termination of the crisis services provided by the project, by arranging for the transportation of the youth if he/she will be residing within the area served by the project; or by arranging for the meeting and local transportation of the youth at his/her destination if he/she will be residing beyond the area served by the project.

c. The project shall verify the arrival of each youth who is not accompanied home or to an alternative living arrangement by the parent(s) or legal guardian, project staff or other agency staff within 12 hours after his/her scheduled arrival at his/her destination.

10. STAFFING AND STAFF DEVELOPMENT

Each center is required to develop and maintain a plan for staffing and staff development.

- a. The project shall operate under an affirmative action plan.
- b. The project shall maintain a written staffing plan which indicates the number of paid and volunteer staff in each job category.
- c. The project shall maintain a written job description for each paid and volunteer staff function which describes both the major tasks to be performed and the qualifications required.
- d. The project shall provide training to all paid and volunteer staff (including youth) in both the procedures employed by the project and in specific skill areas as determined by the project.
- e. The project shall evaluate the performance of each paid and volunteer staff member on a regular basis.
- f. Case supervision sessions, involving relevant project staff, shall be conducted at least weekly to review current cases and the types of counseling and other services which are being provided.

11. YOUTH PARTICIPATION

The center shall actively involve youth in the design and delivery of the services provided by the project.

- a. Youth shall be involved in the ongoing planning efforts conducted by the project.
- b. Youth shall be involved in the delivery of the services provided by the project.

12. INDIVIDUAL CLIENT FILES

The project shall maintain an individual file on each youth admitted into the project.

- a. The client file maintained on each youth should, at a minimum, include an intake form which minimally contains the basic background information needed by FYSB; counseling notations; information on the services provided both directly and through referrals to community agencies and individuals; disposition data; and, as applicable, any follow-up and evaluation data which are compiled by the center.
- b. The file on each client shall be maintained by the project in a secure place and shall not be disclosed without the written permission of the client and his/her parent(s) or legal guardian except to project staff, to the funding agency(ies) and its (their) contractor(s), and to a court involved in the disposition of criminal charges against the youth.

13. PERIODIC REPORTS TO THE SECRETARY, HHS

The project shall meet its data reporting requirements via the Runaway and Homeless Youth Management Information System (RHYMIS) or in an approved form which RHYMIS can receive and shall submit reports as required by FYSB, including an annual report for the Secretary of HHS no later than 3 months after the end of each year in which federal RHY funds were received.

- a. The report to the Secretary shall include information regarding the activities carried out with funds under this part, the achievements of the project under this part carried out by the applicant and statistical summaries describing

the number and the characteristics of the homeless youth who participate in such project, and the services provided to such youth by such project, in the year for which the report is submitted.

b. The project shall submit timely and complete program and financial reports, and data reports under RHYMIS requirements, according to the instructions of FYSB.

14. ONGOING CENTER PLANNING

The center shall develop a written plan at least annually.

a. At least annually, the project shall review the crisis counseling, temporary shelter, and aftercare needs of the youth in the area served by the center and the existing services which are available to meet these needs.

b. The project shall conduct an ongoing evaluation of the impact of its services on the youth and families it serves.

c. At least annually, the project shall review and revise, as appropriate, its goals, objectives, and activities based upon the data generated through both the review of youth needs and existing services (13a) and the follow-up evaluations (13b).

d. The project's planning process shall be open to all paid and volunteer staff, youth, and members of the Board of Directors and/or Advisory Body.

15. BOARD OF DIRECTORS/ADVISORY BODY (OPTIONAL)

It is strongly recommended that the centers have a Board of Directors or Advisory Body.

a. The membership of the project's Board of Directors or Advisory Body shall be composed of a representative cross-section of the community, including youth, parents, and agency representatives.

b. Training shall be provided to the Board of Directors or Advisory Body designed to orient the members to the goals, objectives, and activities of the project.

c. The Board of Directors or Advisory Body shall review and approve the overall goals, objectives, and activities of the project, including the written plan developed under standard 13.

Appendix B. Administration for Children and Families HUB/Regional Office Youth Contacts

Northeast Hub

Region I: Bill Jackson, Administration for Children and Families
John F. Kennedy Federal Building, Room 2011
Boston, Massachusetts 02203
(CT, MA, ME, NH, RI, VT)
(617) 565-1118

Region II: Junius Scott, Administration for Children and Families
26 Federal Plaza, Room 1239
New York, NY 10278
(NJ, NY, PR, VI)
(212) 264-1329

Region III: Dick Gilbert, Administration for Children and Families
150 S. Independence Mall West, Suite 864
Philadelphia, PA 19104-3499
(DC, DE, MD, PA, VA, WV)
(215) 861-4031

Southeast Hub

Region IV: Frank McBeth, Administration for Children and Families
61 Forsyth Street, S.W., Suite 4M60
Atlanta, GA 30303
(AL, FL, GA, KY, MS, NC, SC, TN)
(404) 562-2844

North Central Hub

Region V: Katie Williams, Administration for Children and Families
233 North Michigan Avenue, Suite 400
Chicago, IL 60601
(IL, IN, MI, MN, OH, WI)
(312) 886-7272

Region VII: Dale Scott, Administration for Children and Families
Federal Office Building, Room 384
601 East 12th Street
Kansas City, MO 64106
(IA, KS, MO, NE),
(816) 426-5401, Ext. 181

West Central Hub

Region VI: Ralph Rogers, Administration for Children and Families
1301 Young Street
Dallas, TX 75202
(AR, LA, NM, OK, TX)
(214) 767-2977

Region VIII: Ralph Rogers, Administration for Children and Families
(Dallas location and number: see Region VI)

Denver location:
Federal Office Building
1961 Stout Street, 9th Floor
Denver, CO 80294
(CO, MT, ND, SD, UT, WY),
(303) 844-3100, Ext. 361

West Pacific Hub

Region IX Deborah Oppenheim, Administration for Children and Families
50 United Nations Plaza
San Francisco, CA 94102
(AZ, CA, HI, NV, American Samoa, Guam, Northern Mariana Islands, Marshall Islands,
Federated States of Micronesia)
(415) 437-8426

Region X Steve Ice, Administration for Children and Families
2201 Sixth Avenue, RX 32
Seattle, WA 98121
(AK, ID, OR, WA)
(206) 615-2558, Ext. 3075

Appendix C. Training and Technical Assistance Providers

FYSB funds ten regionally based organizations to provide training and technical assistance to programs funded under the Basic Center, Transitional Living and Street Outreach Programs, and to other agencies serving runaway and homeless youth.

Each of the training and technical assistance providers offers on-site consultations; regional, State and local conferences; information sharing and skill-based training.

For more information, contact the training and technical assistance provider in your region.

REGION I

New England Network for Child, Youth and Family Services

25 Stow Road
Buxboro, MA 01719
Contact: Nancy Jackson
(978) 266-1998
Fax (978) 266-1999
nennj@ma.ultranet.com
CT, MA, ME, NH, RI, VT

REGION II

Empire State Coalition of Youth and Family Services

121 Avenue of the Americas
New York, NY 10013-1505
Contact: Margo Hirsch
(212) 966-6477, Ext. 307
Fax (212) 226-6817
EMPIREST@empirestatecoalition.org
NJ, NY, PR, VI

REGION III

Mid-Atlantic Network of Youth and Family Services

135 Cumberland Road, Suite 201
Pittsburgh, PA 15237

Contact: Nancy Johnson

(412) 366-6562

Fax (412) 366-5407

Nancy@MANYNET.org

DC, DE, MD, PA, VA, WV

REGION IV

Southeastern Network of Youth and Family Services

1761 South Lumpkin Street

Athens, GA 30606

Contact: Gail Kurtz

(706) 354-4568

Fax (706) 353-0026

glkurtz@senetwork.org

AL, FL, GA, KY, MS, NC, SC, TN

REGION V

Youth Network Council

200 N. Michigan Avenue, Suite 400

Chicago, IL 60601

Contact: Denis Murstein

(312) 704-1257

Fax (312) 704-1265

YNCICOY@aol.com

IL, IN, MI, MN, OH, WI

REGION VI

Southwest Network of Youth Services, Inc.

2525 Wallingwood Drive, Suite 1503

Austin, TX 78746

Contact: Sue Barton

(918) 582-0061

Sueyst@aol.com

AR, LA, NM, OK, TX

REGION VII

M.I.N.K., A Network of Runaway and Youth Serving Agencies

9054 Parkhill

Lenexa, KS 66215

Contact: Shirley Dwyer

(913) 888-5992

Fax (913) 888-5774

Sdwyer5566@aol.com

IA, KS, MO, NE

REGION VIII

Mountain Plains Network for Youth

410 E. Thayer Avenue

Bismarck, ND 58501

Contact: Linda Garding

(701) 255-0848

Fax (701) 355-0721

MTNPLAINS@aol.com

CO, MT, ND, SD, UT, WY

REGION IX

Western States Youth Services Network

1309 Ross Street, Suite B

Petaluma, CA 94954

Contact: Nancy Fastenau

(707) 763-2213

Fax (707) 763-2704

wsysn@aol.com

AZ, CA, HI, NV, AS, GU, NMI, MI, MICRONESIA

REGION X

Northwest Network for Youth

603 Stewart Street, Suite 609

Seattle, WA 98101

Contact: Teresa Wright

(206) 628-3760

Fax (206) 628-3746

YHATW@aol.com

AK, ID, OR, WA

Appendix D. State Single Points of Contact (SPOCS)

Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. The official list of those entities can be found at <http://www.whitehouse.gov/omb/grants/spoc.html> or by calling the ACYF Operations Center at 1-800-351-2293

Appendix E: Table of Basic Center Program Allocations by State

FY 2000 BASIC CENTER PROGRAM: ALLOCATIONS BY STATE

	Continuations	New Starts	Totals
Region I			
Connecticut	310,501	124,774	435,275
Maine	98,978	64,740	163,718
Massachusetts	412,081	386,811	798,892
New Hampshire	126,713	-	126,713
Rhode Island	-	135,056	135,056
Vermont	100,000	-	100,000
Region I Total	1,048,273	711,381	1,759,654
Region II			
New Jersey	625,024	399,922	1,024,946
New York	1,849,922	588,800	2,438,722
Puerto Rico	115,106	312,708	427,814
Virgin Islands	-	45,000	45,000
Region II Total	2,590,052	1,346,430	3,936,482
Region III			
Delaware	62,143	37,857	100,000
District of Columbia	50,000	50,000	100,000
Maryland	322,340	270,000	592,682
Pennsylvania	975,921	606,938	1,582,859
Virginia	546,606	252,097	798,703
West Virginia	235,577	-	235,577
Region III Total	2,192,587	1,217,234	3,409,821
Region IV			
Alabama	283,094	291,167	574,261
Florida	1,217,640	639,321	1,856,961
Georgia	734,704	336,976	1,071,680
Kentucky	206,658	322,461	529,119
Mississippi	346,318	70,039	416,357
North Carolina	595,955	449,214	1,045,169
South Carolina	496,893	-	496,893
Tennessee	635,217	-	635,217
Region IV Total	4,516,479	2,109,178	6,625,657
Region V			
Illinois	868,288	492,710	1,360,998
Indiana	702,891	127,535	830,426
Michigan	1,013,347	339,795	1,353,142
Minnesota	564,857	133,293	698,150
Ohio	895,224	639,126	1,534,350
Wisconsin	441,885	266,877	708,762
Region V Total	4,486,492	1,999,336	6,485,828
Region VI			
Arkansas	161,398	198,392	359,790
Louisiana	299,152	265,222	564,374
New Mexico	264,684	14,215	278,899

Oklahoma	429,692	55,080	484,772
Texas	<u>1,937,449</u>	<u>1,075,276</u>	<u>3,012,725</u>
Region VI Total	3,092,375	1,608,185	4,700,560

Region VII

Iowa	240,786	153,430	394,216
Kansas	294,763	70,844	365,607
Missouri	332,399	428,087	760,486
Nebraska	<u>181,003</u>	<u>65,475</u>	<u>246,478</u>
Region VII Total	1,048,951	717,836	1,766,787

Region VIII

Colorado	234,150	337,580	571,730
Montana	129,819	-	129,819
North Dakota	96,337	3,663	100,000
South Dakota	104,651	-	104,651
Utah	351,572	-	351,572
Wyoming	<u>100,000</u>	<u>-</u>	<u>100,000</u>
Region VIII Total	1,016,529	341,243	1,357,772

Region IX

American Samoa	-	45,000	45,000
Arizona	340,150	331,445	671,595
California	3,200,367	1,650,692	4,851,059
Guam	45,000	-	45,000
Hawaii	-	161,995	161,995
Northern Marianas	-	45,000	45,000
Nevada	<u>80,236</u>	<u>146,274</u>	<u>226,510</u>
Region IX Total	3,665,753	2,380,406	6,046,159

Region X

Alaska	152,400	-	152,400
Idaho	194,728	-	194,728
Oregon	235,962	220,522	456,484
Washington	<u>534,551</u>	<u>251,732</u>	<u>786,283</u>
Region X Total	1,117,641	472,254	1,589,895

FY 2000 BCP Total	24,775,132	14,511,668	39,286,800
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* * * * *

Appendix F. Application Forms, Assurances and Certifications

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, State, and zip code):		Name and telephone number of person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div style="width: 45%;"> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ </div> </div>	
8. TYPE OF APPLICATION: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> If Revision, enter appropriate letter(s) in box(es) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="margin-top: 5px;"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other(specify): _____ </div>		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):		13. PROPOSED PROJECT	
Start Date	Ending Date	14. CONGRESSIONAL DISTRICTS OF:	
a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. Applicant	\$	DATE _____	
c. State	\$	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
g. TOTAL	\$	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Type Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

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Standard Form 424 (Rev. 7-97)
Prescribed by OMB Circular A-102

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|---|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | | |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | | |
| 7. | Enter the appropriate letter in the space provided. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:

-- "New" means a new assistance award.

-- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.

-- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 9. | Name of Federal agency from which assistance is being requested with this application. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

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BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$		\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$		\$
7. Program Income	\$	\$	\$	\$		\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	22. Indirect Charges:				
23. Remarks:					

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For *new* applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For *supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-l - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

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**Administration for Children, Youth, and Families
U.S. Department of Health and Human Services**

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

.....
Signature

.....
Title

.....
Organization

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application b. initial award c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**Administration for Children, Youth, and Families
U.S. Department of Health and Human Services**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to

the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -- (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

.....
.....

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

Administration for Children, Youth, and Families U.S. Department of Health and Human Services

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and

Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

* * * * *

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered

Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Administration for Children, Youth, and Families
U.S. Department of Health and Human Services

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

.....
Signature

.....
Title

.....
Organization